MINUTES

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Chapter Steering Committee

Meeting date: August 4, 2010
Time: 4:00 p.m. to 5:30 p.m. Eastern
Minutes approved: Sept. 1, 2010

Member	Title	Attendance
Kathy Zarsky	South Central CSC Chair	X
Tim Murray	South Central	X
Tom Good	Upper Northeast	X
Jackie Henke	Upper Northeast	X
Stace McGee	West	--
Dana Kose	West	X
Amy Wortman	Northeast Corridor	X
Peter Caradonna	Northeast Corridor	X
Jay Guerra	Heartland	X
John Albrecht	Heartland	X
Elaine Hsieh	Pacific	X
Paul Poirier	Pacific	X
Nell Boyle	Southeast	X
Chris Ladner	Southeast	X
J. Beattie	Florida/Caribbean	X
John Toppe	Florida/Caribbean	X
Ed Wansing	Emerging Professionals	--
Staff:		
Richard Graves	Vice President of Community	X
Amy King	Director of Chapter Community Development	X
Gwyn Jones	Director of Chapter Resources and Administration	X
Clare Magee	Chapters Associate	X
Chris Marshall	USGBC, LEED Department	X
Guests:		
Charlie Tomlinson	USGBC Board	X
Ted Van Der Linden	USGBC Board	X

Our Purpose:

The Chapter Steering Committee (CSC) is an integrated group of chapter community leaders that is charged with providing USGBC with relevant expertise, stakeholder perspectives, market intelligence, best practices, lessons learned, innovation and vision to strengthen and empower USGBC's chapter community in accordance with the USGBC Mission, Guiding Principles, and Strategic Plan goals. In this capacity, CSC is the primary body for the development of chapter-related policies and procedures; furthermore, the CSC provides advice and recommendations

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on all USGBC chapter-related policies and procedures. The CSC is also charged with providing feedback and recommendations from the chapter community to the USGBC and Board.

Committee Chair Kathy Zarksy called the meeting to order at 5:10 p.m. EDT. A quorum was present.

Agenda

1. **Opening Round and Conflicts (All)**
   No conflicts were declared.

2. **Recognition of Guests (Richard Graves)**
   Ted Van Der Linden, USGBC Board
   Charles Tomlinson, USGBC Board
   Chris Marshall, LEED staff

3. **Administration (Kathy Zarsky)**
   a. Approval of July 7 Minutes
      - Approved by consent.
   b. Approval of Today's Agenda
      - Approved by consent.
   c. Next Call: Sept. 1, 2010
   d. Next Meeting: Sept. 27-28 in Washington, D.C.

4. **Discussion: National Update (Amy King and Chris Marshall)**
   Budgeting process for coming year underway.

   Challenge grantees have been selected: Alabama, NC Triangle and NE Ohio Chapters. Jury feedback will be provided to both winning chapters and chapters that did not receive grants.

   Four to five Awards of Excellence judges being recruited. CSC members are encouraged to volunteer. Those interested should contact Eli.

   Missouri Gateway Chapter name approved by Board. Working on modification for chapters whose names do not conflict with the naming policy so they do not have to go to ExComm for approval.

   Next version of LEED will have same priority credits. Chapters will continue to have role in selecting priority credits. Working group is deep into process of drafting instructions of how chapters should proceed in identifying priority credits for LEED 2012. Circulating draft for feedback to CSC (and subsequently regional councils).

   Received 50 applications for schools grants. Winners will be announced by Aug. 6, and repeated in the following Hot Topics.

5. **Action: CSC Leadership (Kathy)**
   The Governance Working Group made its recommendation, presented revisions and elaborated on the description of the leadership positions. The CSC leadership proposal

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confirming Richard as a non-voting co-chair w approved by consent. Election of other positions to be held at later meeting.

6. **Action: Massachusetts Full Chapter Status Proposal (Jackie and Tom)**
   Approved by consent.

7. **Discussion: CSC Work Plan Progress**
   a. Overview (Kathy and Richard)
      Will finalize workplan document at September face-to-face for approval by the Executive Committee.
   b. Integration (Stace and Jackie)
   c. Collaboration (John and Tom)

8. **Discussion: Next Face to Face meeting - Time and Location (Richard)**
   Working group chairs will participate in agenda-setting of face-to-face meeting. Flights should be purchased over the next two weeks.

9. **Discussion: Board Leadership Recruitment (Richard)**
   Webex last week with regional committees handling recruiting. Candidates have begun to complete self-nominations. No one yet has fulfilled environmental nonprofit perspective. Data on nomination volume will be distributed to CSC in August.

10. **Discussion: Sharing our Stories (Kathy)**
    Postponed.

11. **Discussion/Action: Report from Education Meeting (Richard and John Toppe)**
    Highly collaborative, positive, constructive meeting on how education products will be developed. Can report specific outcomes in the coming weeks.

    Action: Another letter from CSC will be sent to the Executive Committee as follow-up. A call between Dana, Richard and Kathy will be dedicated to drafting this letter.

    Action: Brief written report of Education meeting will be distributed prior to September Webex.

12. **Discussion: Reports**
    a. Board Leadership (Jackie and Richard)
    b. Board Nominating (Tom)
    c. Emerging Professionals (John Toppe)
       - EP purpose statement decision postponed.
    d. LEED Steering Committee (Elaine)
    e. Education Steering (Dana)
       - Retreat July 8-9

13. **Closing Round**

Meeting adjourned at 5:45 p.m. Eastern